



DEPARTMENT OF THE ARMY
HEADQUARTERS, 24th INFANTRY DIVISION (MECH) and FORT RILEY
FORT RILEY, KANSAS 66442-5000

REPLY TO
ATTENTION OF

CG Policy Number 04-1

AFZN-ES-S

18 March 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Safety Policy

1. **APPLICABILITY.** This policy applies to all 24th Infantry Division and Fort Riley units, activities, tenant units, personnel and civilians.

2. **POLICY.** This implements my Command Safety Philosophy and the Fort Riley Safety Management Plan (SMP), February 2002, with the following additional guidance:

a. Commanders of Fort Riley based units and civilian directorates will establish a climate that is favorable to risk management. Leaders must be proficient with the risk management process, fully embrace and utilize the Army's doctrinal five-step Safety Risk Management process outlined in FM 100-14, Risk Management. Risk Management will be incorporated in standard operating procedure (SOP), training plans, operations orders, and planning stages of every event, regardless of simplicity or complexity. Furthermore, risk assessments will be conducted routinely for all air and ground training events, operations, long weekends and holidays, and social events such as unit organizational days. Risk management integration begins with the commander and must integrate the entire chain of command down to and including the first line leader. In all phases of implementation, the commander receives support from the S3, Safety Officer, support staff. High OPTEMPO and PERSTEMPO are challenges we face and will not be excuses for shortcuts that sidestep standards or risk controls. Risk management is a changing process, whenever elements of METT-T changes, leaders will identify and assess any new hazards, and implement controls to address these hazards. I will retain approval for all events that have an Extremely High-Risk.

b. Vehicle operations continue to provide high-risk hazards to our soldiers. Both tactical vehicles and privately owned vehicles (POV) are addressed in chapter 5 of the SMP. Training and licensing remain critical in establishing standards and control measures. Commanders and leaders will provide guidance and quality control for centralized drivers training programs. First line leaders will conduct remedial training and counseling for frequent violators of standards and operators who lack competence. Commanders will require "at risk" soldiers to attend remedial instruction in accident avoidance. Off Duty-Risk Assessment Card may be found on the Fort Riley Internet at <http://www.riley.army.mil/services/fort/Safety.asp>.

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c. All vehicle commanders/track commanders (VC/TC) will be Noncommissioned Officers or above. Vehicle dispatches will identify the VC/TC. Vehicles will not be operated at Fort Riley without a VC/TC.

d. During night operations, when using night vision devices (NVD) and if only one device is available and operational on a vehicle, the vehicle/track commander will use the device. If more devices are available, the driver may use the additional NVD in addition to the vehicle/track commander.

e. Kevlar helmet, combat vehicle crew (CVC), flight helmet, as appropriate, and hardhat with chin strap (civilian) will be worn by all personnel operating or riding as a passenger in Army tactical vehicles. Operation of a tactical vehicle is defined as: placing the vehicle in motion. There are no exceptions to this policy.

f. Since POV accidents continue to injure and kill soldiers, leaders will use the POV toolbox in their accident prevention programs. Motorcycles and all terrain vehicles provide unique safety challenges. In addition to the requirements of the SMP the motorcycle/ATV agreement and motorcycle quiz must be kept on file. Commanders may alter the agreement to include specific controls based on the activity being undertaken. The motorcycle/ATV agreement may be found at <http://safety.army.mil/home.html>. Seat belts and personal protective equipment are mandatory. All military personnel involved in accidents that are not wearing seat belts or personal protective equipment may be considered not in the line of duty.

g. Recent catastrophic accidents demonstrate short cuts or the lack of enforcement of standards during training. Training of individual weapons standards are the responsibility of NCOs, but weapons handling requires self-discipline to adhere to the established standards. Negligent discharges are preventable accidents and mishaps that leaders must not tolerate. Leaders at all levels must be fully engaged to ensure that our soldiers are properly trained on weapons handling procedures. Commanders will establish policies and procedures on safe weapons handling, rules of engagement, weapon status levels, clearing procedures prior to deployments and range operations. Commanders will ensure soldiers are aware of weapons safety for personally owned weapons. Every time weapons are used in a training event, training will include proper handling, immediate action, misfire procedures, and clearing procedures. This includes such events as parades, rendition of honors, funeral details, and maintenance. Weapons clearing barrels will be established to standard and provided at appropriate locations. Units will contact the Directorate of Environment and Safety, Safety Division for instructions on weapons clearing barrels design information.

h. Safety is both a command and individual responsibility. Commanders must lead their unit Safety Program for it to be effective. Every MSC and its subordinate units will

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schedule and conduct a Quarterly Safety Day. The scheduled Quarterly Safety Day activities will be reviewed at the Quarterly Training Briefs for battalion-level units. Training events during the Quarterly Safety Day focus on those routine operational standards, that when not used, result in injury, death and/or equipment damage. Highlighted training events include any accident trends, repetitious lack of standards, seasonal safety, and the control measures to reduce their recurrences.

i. Off-duty activities and actions require risk assessment. Soldiers and leaders will use the 24th Infantry Division & Fort Riley Off-Duty Risk Assessment Card during the 72-hour reception and integration counseling and prior to all holiday weekends, special passes and leaves. First line leaders will counsel soldiers who are involved in high-risk recreational activities or demonstrate a lack of discipline. Ensure that risk assessment is forwarded to the appropriate risk acceptance authority.

j. All fatalities, permanent disability, partial permanent disability, equipment damage costs of 200,000 or more (class A and B accidents) will be briefed to me by the unit commander. Briefings will consist of an After Action Review, lessons learned, and corrective actions taken. Commanders will ensure your entire command is briefed on safety alerts and memorandums from this headquarters, as well as those from higher headquarters. All safety alerts and memorandums will be posted on unit bulletin boards.

3. EXPIRATION. This Command Safety Policy supercedes the 19 March 2003 policy and will remain in effect until superceded or rescinded.

////Original Signed///
DENNIS E. HARDY
Major General, US Army
Commanding

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